



## St. David's Episcopal Church & School

September 20, 2023

Vestry Meeting Minutes

Draft

This Vestry meeting was a hybrid meeting with options for in-person or virtual attendance via Zoom.

**Attending:** Vestry members: The Rev. Susan Pinkerton (Interim Rector), Jim Tracy (Sr. Warden), Jenifer Bluhm (Jr. Warden), Katherine Beckett-Goodwin (Treasurer, Register), Margot Culhane, Mike Gibson, Bobbie Johnson, Tanya Kerr, and David Schmidt. Additional officers attending: Chaplain to the Vestry, Carol Bonifant. Also attending: Sharon Easley and Allan Steed. Mathew Verghese attended for part of the meeting, including the Discernment Committee update portion.

**Call to Order** – The Rev. Susan Pinkerton (Interim Rector), called the meeting to order at 7:00 pm and offered an opening prayer.

**Dwelling in the Word:** Attendees participated in the Dwelling in the Word exercise discussing the assigned scripture for the evening, led by The Rev. Susan Pinkerton.

**Parishioner Comment Period,** Parishioners

- None.

### Administrative Items

**Discussion:** September 20, 2023 Vestry Meeting Agenda – The Rev. Susan Pinkerton (Interim Rector)

- Are there any adjustments to the agenda? Added Annex Internet discussion item.

**Decision:** Approve September 20, 2023 Vestry Meeting Agenda – Vestry

**Motion:** Move to approve the September 20, 2023 Vestry Meeting Agenda with the addition of the Annex internet discussion.

Motion seconded and approved.

**Discussion:** August 16, 2023 Vestry Meeting Minutes – Register/S. Easley, Clerk to the Register

- Are there any comments/edits? Correction needed to leaders of the Rector's Book Club and Sacred Ground program.

**Decision:** Approve August 16, 2023 Vestry Meeting Minutes – Vestry

**Motion:** Move to approve the August 16, 2023 Vestry Meeting Minutes with corrections to leader of the Rector's Book Club to Rev. Susan Pinkerton, and leaders of the Sacred Ground program to Bobbie Johnson, Kathleen Eichenlaub & Betty O'Lear.

Motion seconded and approved.

### Property Items

**Discussion:** August 2023 Trustees and GM Property Report – Allan Steed, Sr. Property Steward

- To support Susan's consent agenda format, Vestry members read the report prior to the Vestry meeting.
- The most up to date version of the report is V2 which had one edit: Pew that separates the "soft space" and indoor chapel areas was moved forward a few inches which resulted in the prayer space being increased slightly.



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- Installing film on the windows can void the manufacturer's warranty and cause the window seal to fail. Is there any risk of this happening at St. David's? Noted Property would take this into consideration.

### Committee/Ministry Reports

#### **Discernment Committee Update** – Mathew Verghese, DC Co-Chair

- The Discernment Committee (DC) commenced with providing monthly updates (3<sup>rd</sup> Sunday of the month) during church services on 9/17/2023. They will provide an update on where the DC is in the Rector Search process, what has been accomplished to date, what they are currently working on, and what is still to be accomplished.
- On September 19 the Rev. Shirley Smith Graham (transition minister from the Diocese) joined the second half of the DC meeting. Important notes from this meeting:
  - The Parish Profile (now called the "Portfolio") has changed in format. It's now more structured, with questions that are filled in. This change presents a more generic, standardized document for potential applicants to review.
  - Since the format has changed, and there are now specific questions, the DC will need to address any questions that were not included in the parish survey. They plan to do this in town hall meetings, in order to get the answers that are needed to complete the Parish Portfolio.
  - Rev. Shirley may attend the town hall meetings.
- The DC Co-Chairs are working with the Treasurer and Sr. Warden to obtain the financial information that is needed for the Parish Portfolio.

#### **Stewardship Campaign** – Jenifer Bluhm & Margot Culhane, Co-Chairs

- The next in the series of stewardship skits will be performed by Mike Gibson, Allan Steed, and David Schmidt.
- Encouraging everyone to write notes of gratitude which they can either send to someone they know or the Vestry will address and send them.
- Bobbie Johnson showed a sample of the aprons the Vestry members will wear at the brunch they will be hosting on October 22 (when the Stewardship campaign concludes).
- On October 22 "Commitment Sunday" the Vestry will lead parishioners in bringing their financial commitment up to the altar. If someone has already submitted their pledge, there will be symbolic representations which can be used. After bringing up the pledge card we will make a ripple in the baptismal font.

#### **Hospitality** – Tanya Kerr

- Tanya thanked everyone for their help with hospitality on 9/17. Everything went very well. The event was well attended, parishioners and visitors enjoyed painting the rocks for the Kindness Rocks Project, there was plenty of food and fellowship. Thank you to Tanya for organizing the event.

### Financials and Property Items

#### **Discussion:** LSO Request for Sale of Alcohol – Jim Tracy, Sr. Warden

Prior to the meeting Jim provided a summary of the request from the Loudoun Symphony Orchestra (LSO) to sell wine at its concerts on September 30 and October 1 of this year. Since SDECS policy requires Vestry approval for any sales or services of alcoholic beverages on the campus the matter comes before the Vestry.

- LSO has been doing concerts at St David's for a number of years. There have been no problems and they have executed and met the rental agreement each time.



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- Their concerts bring an audience to St David's much of which we would not see otherwise. Their advertising provides free valuable publicity to us. Wine sales will help them continue to exist.
- The Interim Rector and the Wardens believe granting permission is in the best interests of St David's.

**Decision:** Approve LSO Request for Sale of Alcohol during their events at St. David's on September 30 and October 1, 2023.

**Motion:** In keeping with the laws of the State of Virginia and the alcohol policy of the Episcopal Diocese of Virginia, the Vestry will agree to allow the sale of wine by the Loudoun Symphony Orchestra at St. David's with its agreement that the following requirements will be followed:

1. LSO will obtain the required ABC license.
2. LSO will obtain the required liquor liability insurance.
3. Food will be served at the events.
4. Non-alcoholic beverages will also be served.
5. No one under the Virginia drinking age limit will be served alcohol.
6. Every effort must be made so anyone who has too much to drink does not drive.
7. Copies of the ABC license and the cover page of the liquor liability insurance will be provided to St. David's before September 28, 2023.

Motion seconded and approved.

**Discussion:** Internet Access to Annex – Jim Tracy, Sr. Warden

Prior to the meeting Jim provided background on the research into options and costs to bring suitable internet access to the Annex building. A few highlighted items:

- Option for bridge from Church to Annex - We received a quote to install a bridge for approximately \$5,000, however speed was not guaranteed.
- Verizon – will install 500 MB Fios at a first-year cost of \$129.00/month and a cost of \$96.00/month thereafter, since the router is paid off in the first year.
- Verizon is the most viable option and is economically attractive.

**Decision:** Approve the Verizon proposal for bringing internet to the Annex.

**Motion:** Move Vestry approve the Verizon proposal and authorize Property Administrator to proceed with the order and installation.

Motion seconded and approved.

**Discussion:** August 2023 Church Organization Treasurer's Report – Katherine Beckett-Goodwin, Treasurer

- Katherine provided four financial reports prior to the meeting for Vestry review, highlights of her reports are included here.
- In addition to the current reports, she is working on producing a Cash Projection report to better represent cash flow.
- Pledge income is at 96% of budget YTD as of Aug.
- Pledge income for August was \$15K above budget projection. This may be due to catch up contributions.
- 2023 Church Operating Expenses are more than Operating Income as of 8/31/2023. (Repairs)
- The additional ~\$20K in HVAC expenses is still under review by insurance (has been submitted).
- Liquidity is good with operating cash at ~\$221K [includes Employee Retention Credit (ERC) net of ~\$122K].



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- Some Repair Reserve and Capital Fund transfers for approved expenses by the Vestry have not yet been made, which will increase church operating cash.
- Highlights from the Finance Committee (FC) Meeting:
  - Jim Tracy is chair of the 2024 Church Operating Budget Committee. Members: Katherine Becket-Goodwin (Treasurer), Mike Gibson (Vestry Member), David Halstead (CPA).
  - Reviewing investment funds for FC recommendation to the Vestry for October meeting.
  - Reviewing financial reports to be more representative of St. David's overall financial standing such as how reserve funds are reflected, cash projection to help with planning, etc.
  - Need to discuss how to allocate the ERC rebate. 1) School portion, 2) consider options such as apply it to church operating income (where it is now), pay for delayed maintenance, save to Capital or RR funds.

**Decision:** Approve August 2023 Church Organization Treasurer's Report

**Motion:** Move to approve August 2023 Church Organization Treasurer's Report as presented.

Motion seconded and approved.

#### **Marketing & Advertising** – Margot Culhane

- Margot and Jim Tracy discussed some ideas for lower cost, higher impact local marketing opportunities.
- Looking at home owners' associations' newsletters at a few communities in the area (Belmont Country Club, Lansdowne and Ashburn Village). Will add in other neighborhoods later such as Ashburn Farms, Potomac Green, and Broadlands.
- For a total of \$1,300 we can reach around 10,000 households.
- Goal is to get advertisements in the December newsletter issues.
- Looked at Loudoun Times Mirror, but this is a weekly commitment and gets expensive.
- Also looked at direct mailing of postcards but the cost is higher (approx. \$5,000) and the reach is smaller than the neighborhood newsletters.

#### **Mission and Vision**

**Discussion:** Mission/Outreach Committee Report – Margot Culhane and Mike Gibson, Co-chairs

A report was distributed prior to the meeting for review.

- Mike reported that there will be an opportunity for financial support for outreach from the proceeds from the Men's Group dues, which have been reinstated.
- As always, the Men's Group is also available to support St. David's Outreach.
- Jim reported that the Bromley Mission Ministry recently sent \$15,000 to support the Bromley Electrification Project. It would be good to publicize this outreach on the St. David's website so that we can get the word out to the St. David's congregation and hopefully even broader outside of St. David's about our international outreach that continues Margaret Mercer's legacy.
- This year we can be a collection point for Toys for Tots. They also need help with pick-ups and delivery.
- Considering participating in the Cops and Kids Coat Drive again this year. Reach out to contact for details.

#### **Vestry Covenant Draft** - Rev. Susan Pinkerton

- Susan+ asked the Vestry to brainstorm and provide comments on the four points contained in the Covenant.



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1. Provide complete information to the Vestry
  2. Share what's on your mind with respect
  3. Come to meetings prepared
  4. Respect confidentiality with the Vestry
- Ideas presented included:
    - Once a decision is made at a meeting, Vestry will present a united front
    - Recognize that we are leaders of the church and serve as models for the rest of the congregation
    - Encourage and support each other (other vestry members)
    - “Share what's on your mind with respect” adding: “and respect what others share”
    - Address topics in the appropriate forum. Bring issues to meetings (rather than having side conversations).
  - Susan+ reported she plans to put headshots out of all Vestry members so parishioners are aware of who their Vestry members are. She will also include minutes from the Vestry meetings in this location with the photos.

**Prayer for Discernment** – Offered by Carol Bonifant, Chaplain to the Vestry.

O Lover of Souls, discernment is hard work. To faithfully discern what You are saying to us requires the study of Your Word, not simply reading it. Using the values, You have laid down for us Lord, as well as bowing to Your will over ours, we share with each other what we think the Holy Spirit is saying. Through faith filled collaboration and processing all facts available, we humbly come to a decision. We struggle “not to lean on our own understanding” because “Yours ways Father are not our ways, and Your thoughts are higher than ours.” It is only through our love mingled with Yours and the joy of “seeking Your Face” we step out in trust and faith to serve “The Most High God!” Acknowledging this process, we ask that all financial backing, all hopes of the congregation, all necessary resources, and all unimagined consequences be sifted through the life-giving power of the Holy Spirit. Through Christ's righteousness we bind any activity of Satan that fights to deter the work of our Discernment Committee! By Your authority Jesus, we ask that You open the gates of Holy Wisdom and let her call forth our next Priest! We worship and praise You, our Great High Priest! Amen.

#### REPORTS:

**Interim Rectors Report** – Rev. Susan Pinkerton

- Blessing of the Animals will occur out front before services (approx. 45 minutes before).
- Key events:
  - Training for Lay Eucharistic Minister and review for ushers and lay readers, 10/1/2023 following the service.
  - Zoom Workshop on leveraging resources to respond to the housing crisis.

**Wardens' Report** – Jim Tracy, Sr. Warden and Jenifer Bluhm, Jr. Warden

The Wardens presented the report to the Vestry prior to the meeting, highlights of the report include:

- Stewardship is underway – This is the first year we have been able to offer Text-to-Give. It is a function of Realm and Ginny has implemented it for us.
- Parishioner mailing list/database - Urgency of updated database of parishioners brought forward. The committee with Margot's leadership is working on this with help from staff and Vestry.
- Chairs for Stewardship - fall campaign has been run by a Vestry member for 3 consecutive years and by Rev. Mary Kay Brown a prior year due to COVID-19 pandemic. This function is not required to be Vestry-led. We should begin cultivating people who may be called to this role, and we should maintain a Vestry liaison, and a knowledgeable office staff person to assist in the continuity from year to year.



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- Eagle Project – Carly Hanlin completed her Eagle project which included documenting the Belmont Chapel graves and registering them in the MillionGraves.org website, as well as creating signage for the graveyard. The sign was dedicated at the Back to Church Sunday & Margaret Mercer Day Service 9/17/2023.
- Trustees of the Funds (TOTF) - Jim Tracy has been following the news releases from TOTF regarding the cyber theft last December. The revelation that another theft had occurred but had not been discovered raises concerns. The Finance Committee, Sr. Warden, and Treasurer will evaluate next steps in regard to St. David's investment fund assets and bring a recommendation to the Vestry next month.
- Realm training - Several office staff will participate in Realm Training this week. 9/20-9/21.

**Closing Prayer:** The prayers were created by Carol Bonifant, Chaplain to the Vestry.

Jesus, You tell us; My grace is sufficient for you, for my power is made perfect in weakness!" So often we struggle with our weaknesses, working harder, stumbling more, and becoming frustrated. Because of Your grace we are made flawless. The closer we walk with You, stopping often to recognize Your Presence in our day, this Grace bathes us with Your Love. As we part tonight, show us how to share with those we encounter, Your grace filled love. Please Jesus, Amen.

**Adjournment** – Rev. Susan Pinkerton adjourned the Vestry Meeting at 8:30 pm.

#### NEXT VESTRY MEETING

- **October 18, 2023 at 7:00 pm in the Adult Christian Ed. Room & via Zoom. (Hybrid Meeting)**

Respectfully Submitted:

Katherine Beckett-Goodwin, Register  
Sharon Easley, Clerk to the Register  
St. David's Episcopal Church & School  
October 15, 2023

Motions & Items of Note:

Approved: September 20, 2023 Vestry Meeting Agenda with one addition

Approved: August 16, 2023 Vestry Meeting Minutes with two corrections

Approved: LSO Request for Sale of Alcohol during their events at St. David's on September 30 and October 1, 2023

Approved: Verizon proposal for bringing internet to the Annex

Approved: August 2023 Church Organization Treasurer's Report